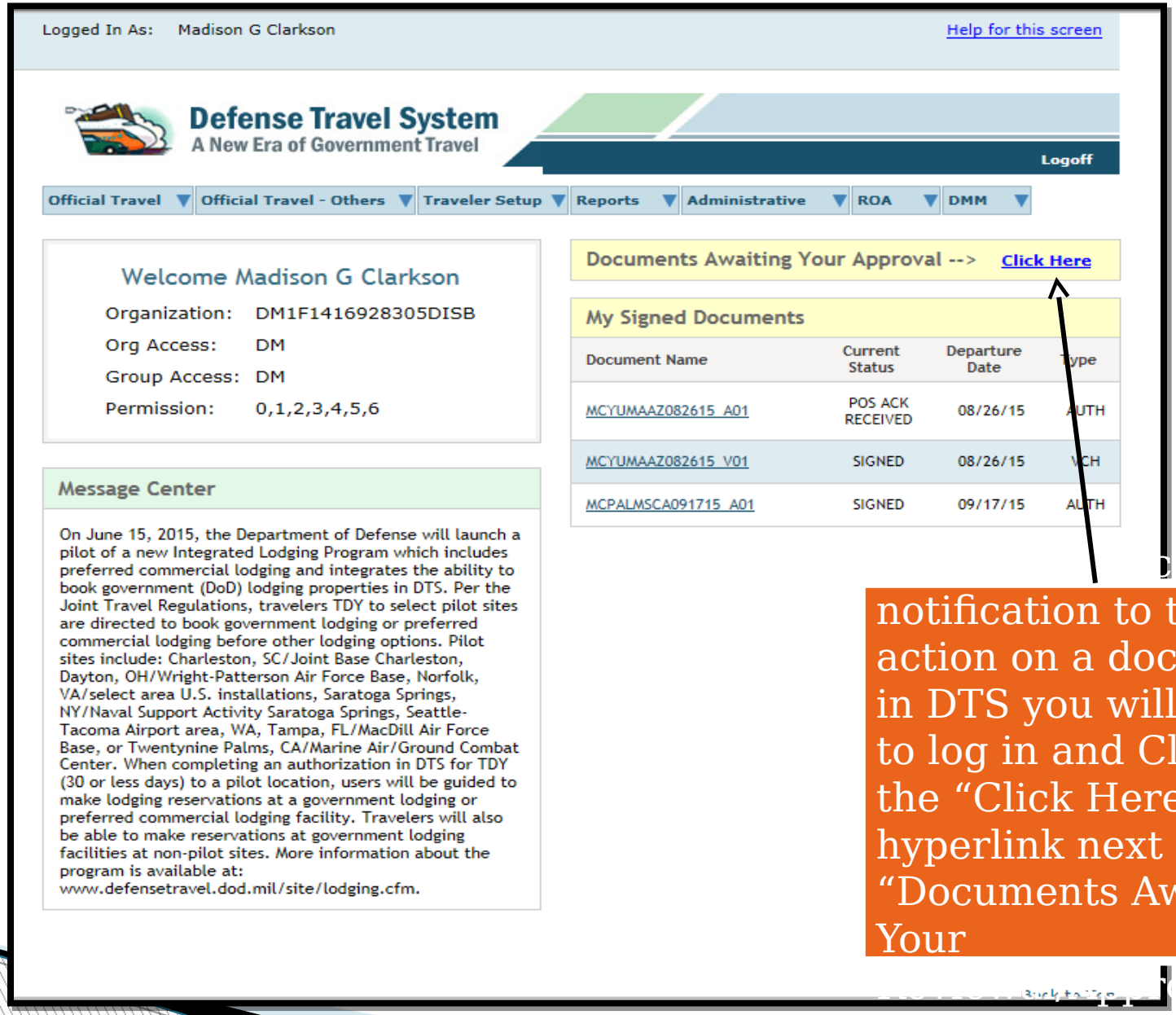
Defense Travel System
I MEF / MCI West-Campen
DTS Helpdesk
How to Review/ Approve a DTS Document

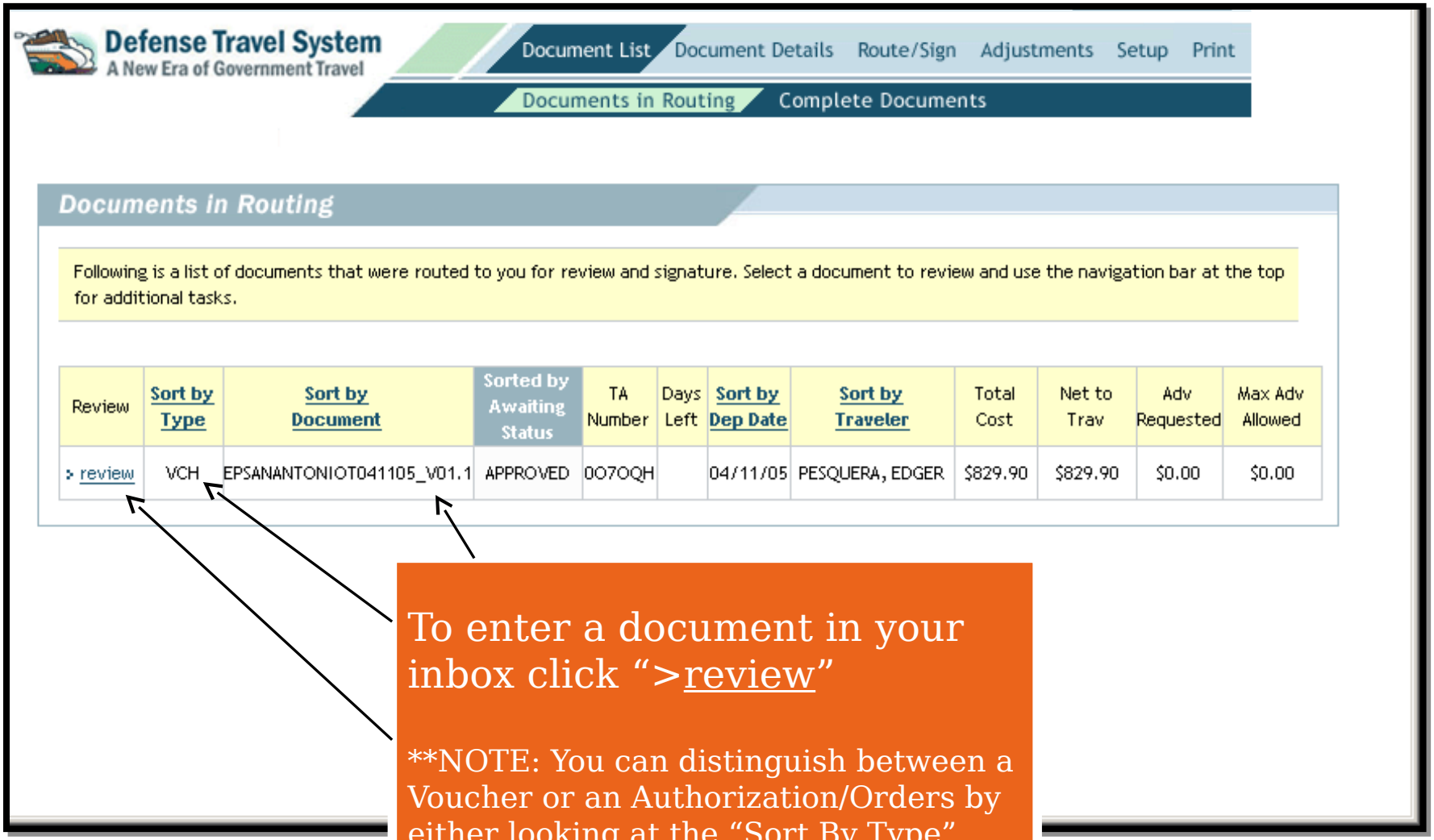
MISSION

- To provide an introduction to approving and authorizing a DTS authorization, voucher, and local voucher in accordance with the JTR and The I MEF DTS Voucher submission requirements.

- As an Approving Official, you are required to review vouchers for accuracy and for correct entitlements. DTS does most of the work when entitlements are concerned but there is still the opportunity for over/underpayments.


Logged In As: Madison G Clarkson
Help for this screen
Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
ROA
DMM
Welcome Madison G Clarkson
Organization: DM1F1416928305DISB
Org Access: DM
Group Access: DM
Permission: 0,1,2,3,4,5,6
Message Center
On June 15, 2015, the Department of Defense will launch a pilot of a new Integrated Lodging Program which includes preferred commercial lodging and integrates the ability to book government (DoD) lodging properties in DTS. Per the Joint Travel Regulations, travelers TDY to select pilot sites are directed to book government lodging or preferred commercial lodging before other lodging options. Pilot sites include: Charleston, SC/Joint Base Charleston, Dayton, OH/Wright-Patterson Air Force Base, Norfolk, VA/select area U.S. installations, Saratoga Springs, NY/Naval Support Activity Saratoga Springs, Seattle-Tacoma Airport area, WA, Tampa, FL/MacDill Air Force Base, or Twentynine Palms, CA/Marine Air/Ground Combat Center. When completing an authorization in DTS for TDY (30 or less days) to a pilot location, users will be guided to make lodging reservations at a government lodging or preferred commercial lodging facility. Travelers will also be able to make reservations at government lodging facilities at non-pilot sites. More information about the program is available at: www.defensetravel.dod.mil/site/lodging.cfm.
Documents Awaiting Your Approval --> Click Here
My Signed Documents
Document Name
Current Status
Departure Date
Type
MCYUMAAZ082615_A01
POS ACK RECEIVED
08/26/15
AUTH
MCYUMAAZ082615_V01
SIGNED
08/26/15
VCH
MCPALMSCA091715_A01
SIGNED
09/17/15
AUTH

notification to take action on a document in DTS you will need to log in and Click on the “Click Here” hyperlink next to “Documents Awaiting Your



To enter a document in your inbox click "><u>review</u>"

**NOTE: You can distinguish between a Voucher or an Authorization/Orders by either looking at the "Sort By Type" column or looking at the letter after the underscore (_) in the document name.

AO MUST ENSURE

- TAD purpose is essential official business in the Gov’t’s interest
- TAD duration is no longer than required to complete the official business/mission
- Number of travelers is held to the minimum
- Traveler’s eligibility is based on official necessity and qualifications to best perform the mission

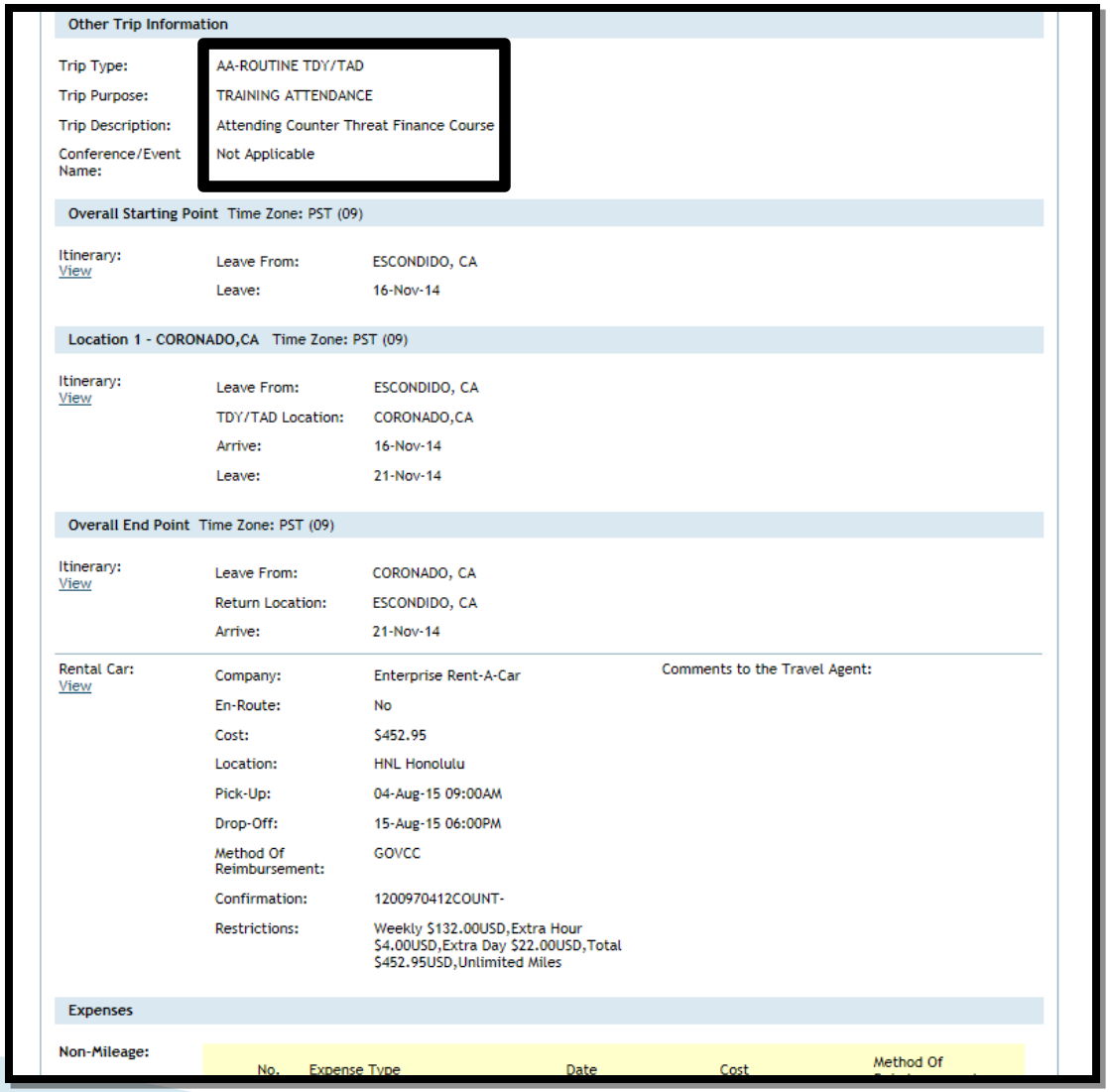
Preview

- The document will automatically open to the “Review/Sign” tab under the “Preview” sub tab.
- This screen will go over the itinerary, location, dates, and all expenses that are being claimed.
- Review everything! Ensure the member actually left on that date and did not leave or return early, as this will affect Per Diem entitlements.

Trip Description

- According to the JTR, Appendix H, part 1, it is required that Authorizations and Vouchers identify the correct Trip Type and Purpose.

- A detailed explanation of the TAD purpose is required in ***Trip Description*** block. ***Do not use acronyms.***



Other Trip Information

Trip Type:	AA-ROUTINE TDY/TAD
Trip Purpose:	TRAINING ATTENDANCE
Trip Description:	Attending Counter Threat Finance Course
Conference/Event Name:	Not Applicable

Overall Starting Point Time Zone: PST (09)

Itinerary: View

Leave From:	ESCONDIDO, CA
Leave:	16-Nov-14

Location 1 - CORONADO,CA Time Zone: PST (09)

Itinerary: View

Leave From:	ESCONDIDO, CA
TDY/TAD Location:	CORONADO,CA
Arrive:	16-Nov-14
Leave:	21-Nov-14

Overall End Point Time Zone: PST (09)

Itinerary: View

Leave From:	CORONADO, CA
Return Location:	ESCONDIDO, CA
Arrive:	21-Nov-14

Rental Car: View

Company:	Enterprise Rent-A-Car
En-Route:	No
Cost:	$452.95
Location:	HNL Honolulu
Pick-Up:	04-Aug-15 09:00AM
Drop-Off:	15-Aug-15 06:00PM
Method Of Reimbursement:	GOVCC
Confirmation:	1200970412COUNT-
Restrictions:	Weekly $132.00USD,Extra Hour $4.00USD,Extra Day $22.00USD,Total $452.95USD,Unlimited Miles

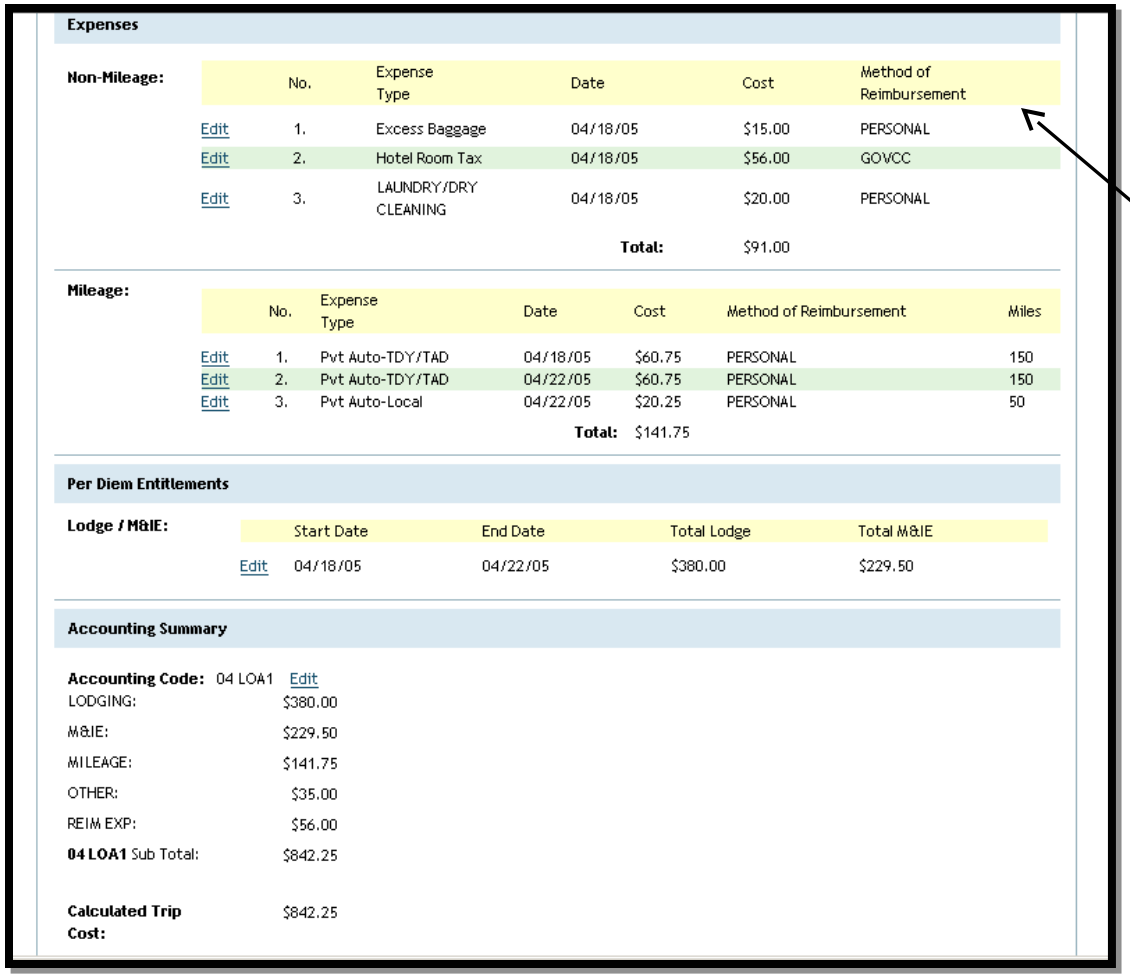
Comments to the Travel Agent:

Expenses

Non-Mileage:

No.	Expense Type	Date	Cost	Method Of

Preview Cont



Expenses

Non-Mileage:

	No.	Expense Type	Date	Cost	Method of Reimbursement
Edit	1.	Excess Baggage	04/18/05	$15.00	PERSONAL
Edit	2.	Hotel Room Tax	04/18/05	$56.00	GOVCC
Edit	3.	LAUNDRY/DRY CLEANING	04/18/05	$20.00	PERSONAL
			Total:	$91.00	

Mileage:

	No.	Expense Type	Date	Cost	Method of Reimbursement	Miles
Edit	1.	Pvt Auto-TDY/TAD	04/18/05	$60.75	PERSONAL	150
Edit	2.	Pvt Auto-TDY/TAD	04/22/05	$60.75	PERSONAL	150
Edit	3.	Pvt Auto-Local	04/22/05	$20.25	PERSONAL	50
			Total:	$141.75		

Per Diem Entitlements

Lodge / M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
Edit	04/18/05	04/22/05	$380.00	$229.50

Accounting Summary

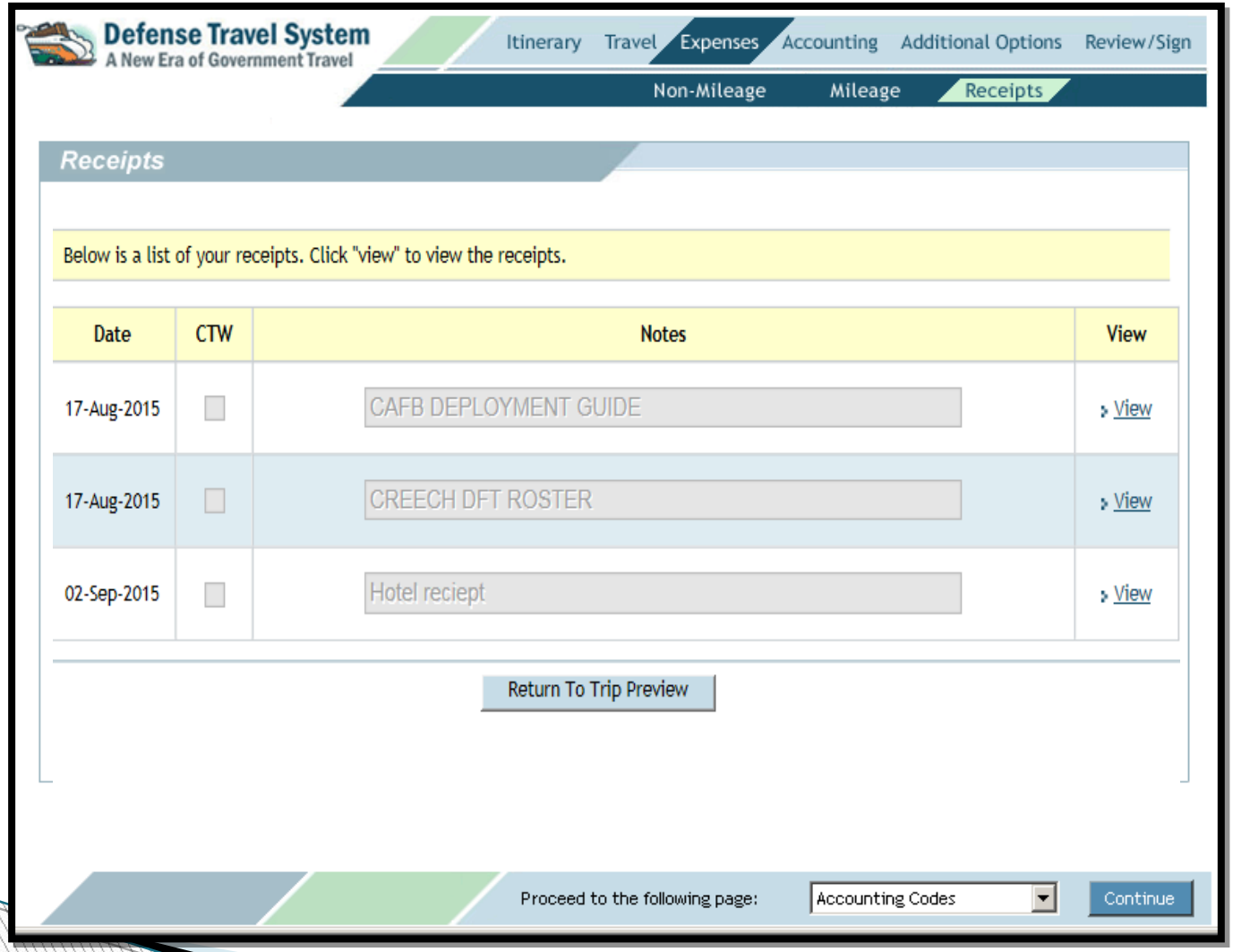
Accounting Code: 04 LOA1 Edit

LODGING:	$380.00
M&IE:	$229.50
MILEAGE:	$141.75
OTHER:	$35.00
REIM EXP:	$56.00
04 LOA1 Sub Total:	$842.25
Calculated Trip Cost:	$842.25

Verify Method of Reimbursement (Personal or GOVCC).

- The rental vehicle, airfare, lodging, and any expenses over $75 being claimed must have a receipt to

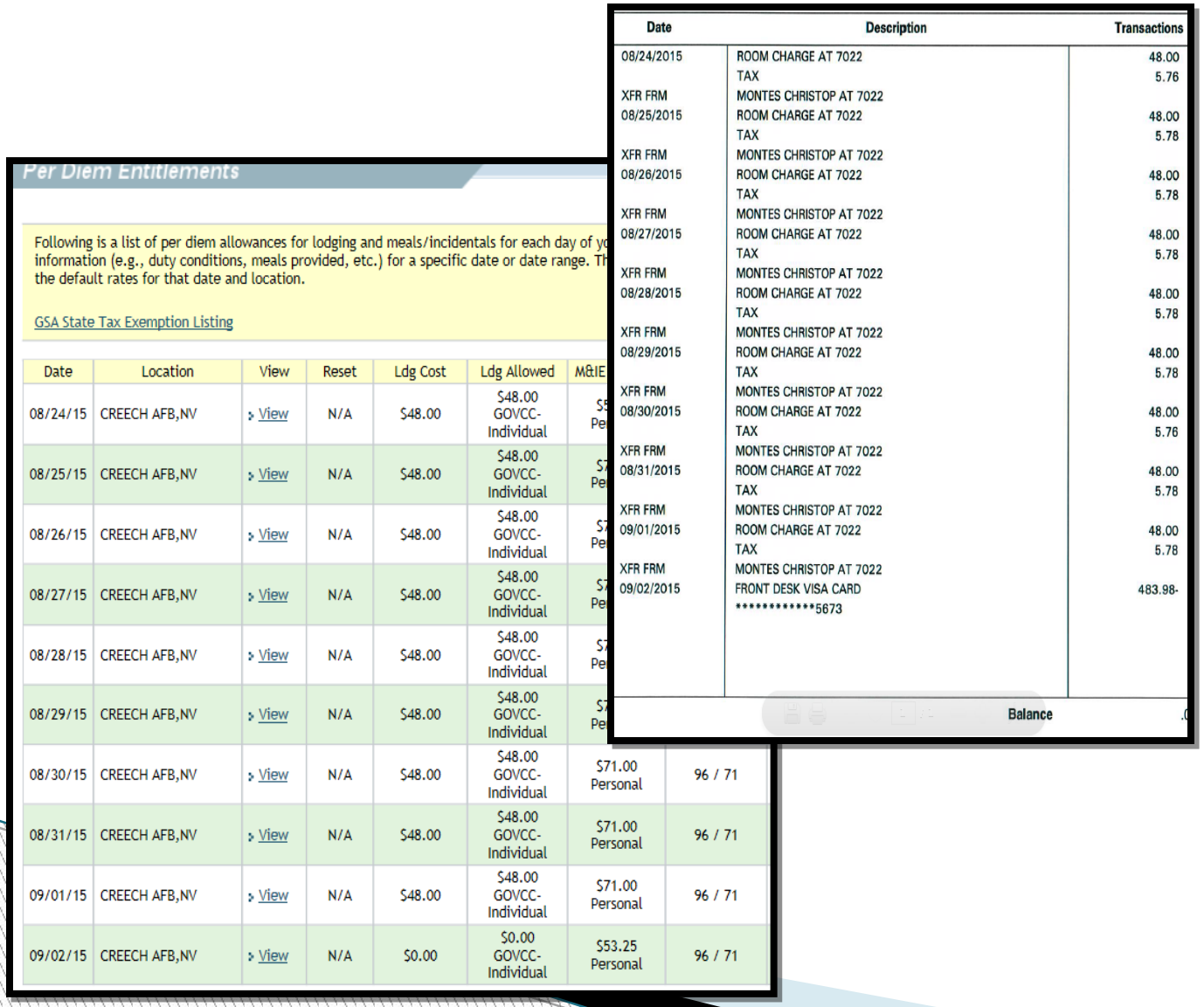
Substantiating Records



and click on "Substantiating Records" sub tab.

- Click the "View" hyperlink next to each uploaded document(s) (I.E. endorsements, receipts, and

Entitlements



Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of yo
information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. Th
the default rates for that date and location.

GSA State Tax Exemption Listing

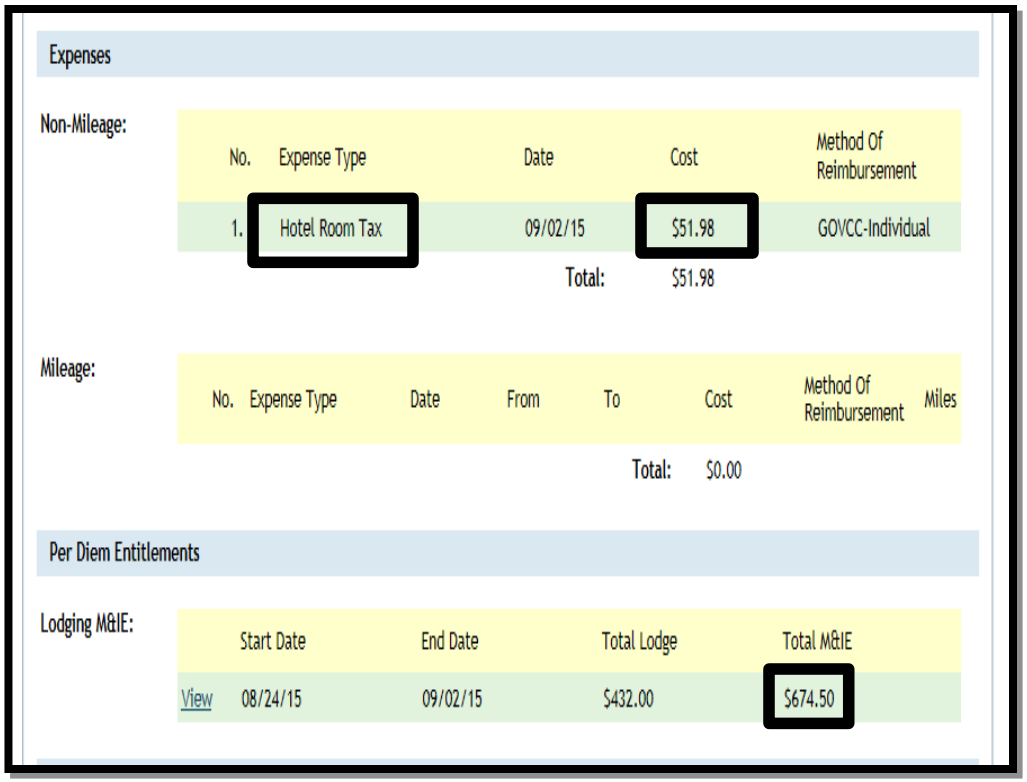
Date	Location	View	Reset	Ldg Cost	Ldg Allowed	M&IE	
08/24/15	CREECH AFB,NV	View	N/A	$48.00	$48.00 GOVCC-Individual	$5 Pe	
08/25/15	CREECH AFB,NV	View	N/A	$48.00	$48.00 GOVCC-Individual	$7 Pe	
08/26/15	CREECH AFB,NV	View	N/A	$48.00	$48.00 GOVCC-Individual	$7 Pe	
08/27/15	CREECH AFB,NV	View	N/A	$48.00	$48.00 GOVCC-Individual	$7 Pe	
08/28/15	CREECH AFB,NV	View	N/A	$48.00	$48.00 GOVCC-Individual	$7 Pe	
08/29/15	CREECH AFB,NV	View	N/A	$48.00	$48.00 GOVCC-Individual	$7 Pe	
08/30/15	CREECH AFB,NV	View	N/A	$48.00	$48.00 GOVCC-Individual	$71.00 Personal	96 / 71
08/31/15	CREECH AFB,NV	View	N/A	$48.00	$48.00 GOVCC-Individual	$71.00 Personal	96 / 71
09/01/15	CREECH AFB,NV	View	N/A	$48.00	$48.00 GOVCC-Individual	$71.00 Personal	96 / 71
09/02/15	CREECH AFB,NV	View	N/A	$0.00	$0.00 GOVCC-Individual	$53.25 Personal	96 / 71

Date	Description	Transactions
08/24/2015	ROOM CHARGE AT 7022	48.00
	TAX	5.76
XFR FRM	MONTES CHRISTOP AT 7022	
08/25/2015	ROOM CHARGE AT 7022	48.00
	TAX	5.78
XFR FRM	MONTES CHRISTOP AT 7022	
08/26/2015	ROOM CHARGE AT 7022	48.00
	TAX	5.78
XFR FRM	MONTES CHRISTOP AT 7022	
08/27/2015	ROOM CHARGE AT 7022	48.00
	TAX	5.78
XFR FRM	MONTES CHRISTOP AT 7022	
08/28/2015	ROOM CHARGE AT 7022	48.00
	TAX	5.78
XFR FRM	MONTES CHRISTOP AT 7022	
08/29/2015	ROOM CHARGE AT 7022	48.00
	TAX	5.78
XFR FRM	MONTES CHRISTOP AT 7022	
08/30/2015	ROOM CHARGE AT 7022	48.00
	TAX	5.76
XFR FRM	MONTES CHRISTOP AT 7022	
08/31/2015	ROOM CHARGE AT 7022	48.00
	TAX	5.78
XFR FRM	MONTES CHRISTOP AT 7022	
09/01/2015	ROOM CHARGE AT 7022	48.00
	TAX	5.78
XFR FRM	MONTES CHRISTOP AT 7022	
09/02/2015	FRONT DESK VISA CARD	483.98-
	**********5673	
	Balance	.0

Match all receipts to entitlements being claimed in the Voucher.

- If there are any discrepancies with the entitlements go into “edit” mode to correct them.
- If they are correct and IAW the orders/funding letter go to the “Review/ Sign” tab and select the

Lodging Taxes



Expenses

Non-Mileage:

No.	Expense Type	Date	Cost	Method Of Reimbursement
1.	Hotel Room Tax	09/02/15	$51.98	GOVCC-Individual
		Total:	$51.98	

Mileage:

No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
				Total:	$0.00		

Per Diem Entitlements

Lodging M&IE:

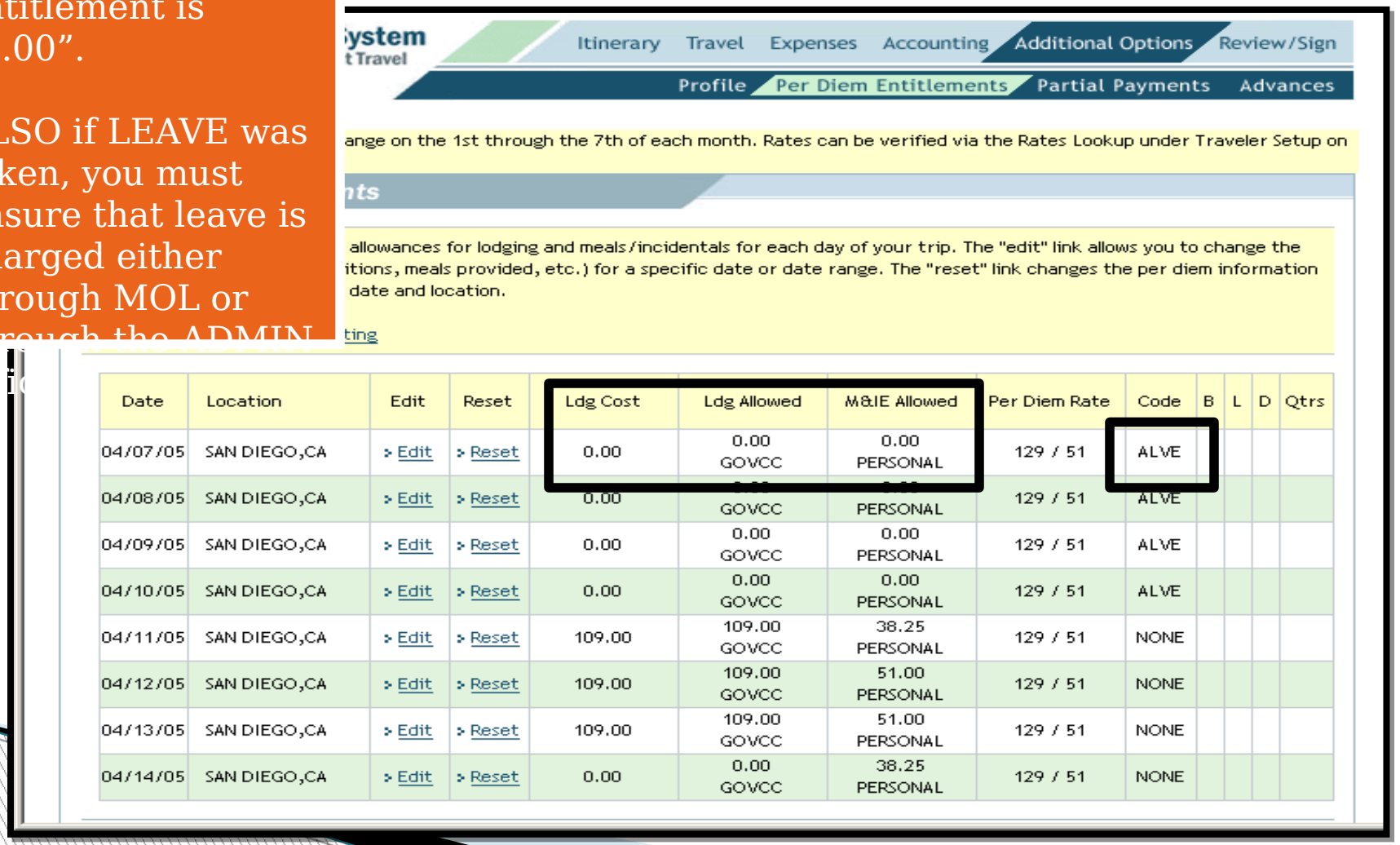
	Start Date	End Date	Total Lodge	Total M&IE
View	08/24/15	09/02/15	$432.00	$674.50

- Lodging taxes [CONUS and non-foreign OCONUS (see appendix A for definition)] are listed under the non-mileage expenses, separate from the daily lodging under the per diem entitlements
- Travelers can lump sum the total lodging taxes.

Leave

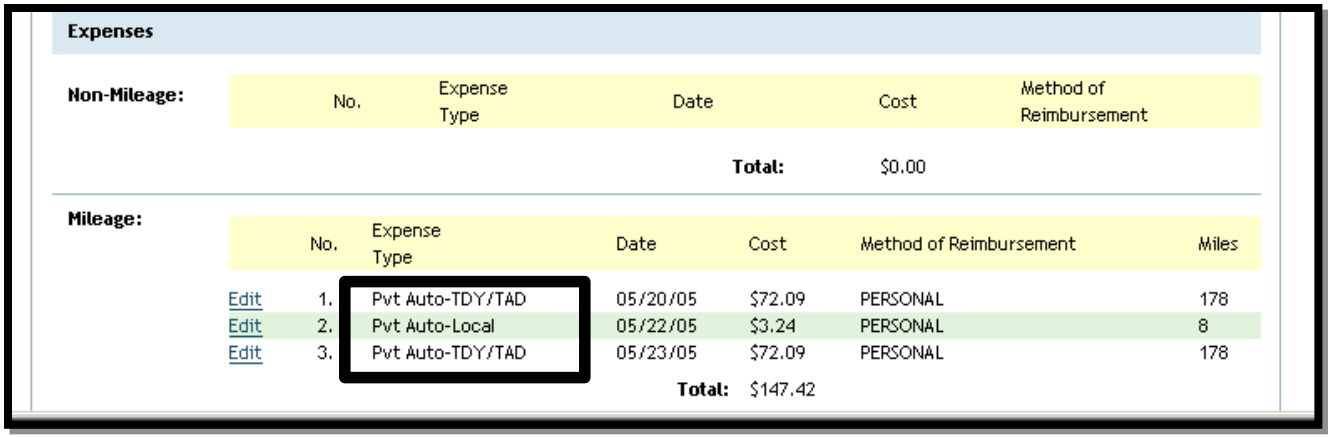
leave at any point during the TAD period the entitlement is "0.00".

- ALSO if LEAVE was taken, you must ensure that leave is charged either through MOL or through the ADMIN


ystem
t Travel
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Profile
Per Diem Entitlements
Partial Payments
Advances
ange on the 1st through the 7th of each month. Rates can be verified via the Rates Lookup under Traveler Setup on
nts
allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the
itions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information
date and location.
ting

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
04/07/05	SAN DIEGO,CA	Edit	Reset	0.00	0.00 GOVCC	0.00 PERSONAL	129 / 51	ALVE				
04/08/05	SAN DIEGO,CA	Edit	Reset	0.00	0.00 GOVCC	0.00 PERSONAL	129 / 51	ALVE				
04/09/05	SAN DIEGO,CA	Edit	Reset	0.00	0.00 GOVCC	0.00 PERSONAL	129 / 51	ALVE				
04/10/05	SAN DIEGO,CA	Edit	Reset	0.00	0.00 GOVCC	0.00 PERSONAL	129 / 51	ALVE				
04/11/05	SAN DIEGO,CA	Edit	Reset	109.00	109.00 GOVCC	38.25 PERSONAL	129 / 51	NONE				
04/12/05	SAN DIEGO,CA	Edit	Reset	109.00	109.00 GOVCC	51.00 PERSONAL	129 / 51	NONE				
04/13/05	SAN DIEGO,CA	Edit	Reset	109.00	109.00 GOVCC	51.00 PERSONAL	129 / 51	NONE				
04/14/05	SAN DIEGO,CA	Edit	Reset	0.00	0.00 GOVCC	38.25 PERSONAL	129 / 51	NONE				

Mileage



Expenses

Non-Mileage:

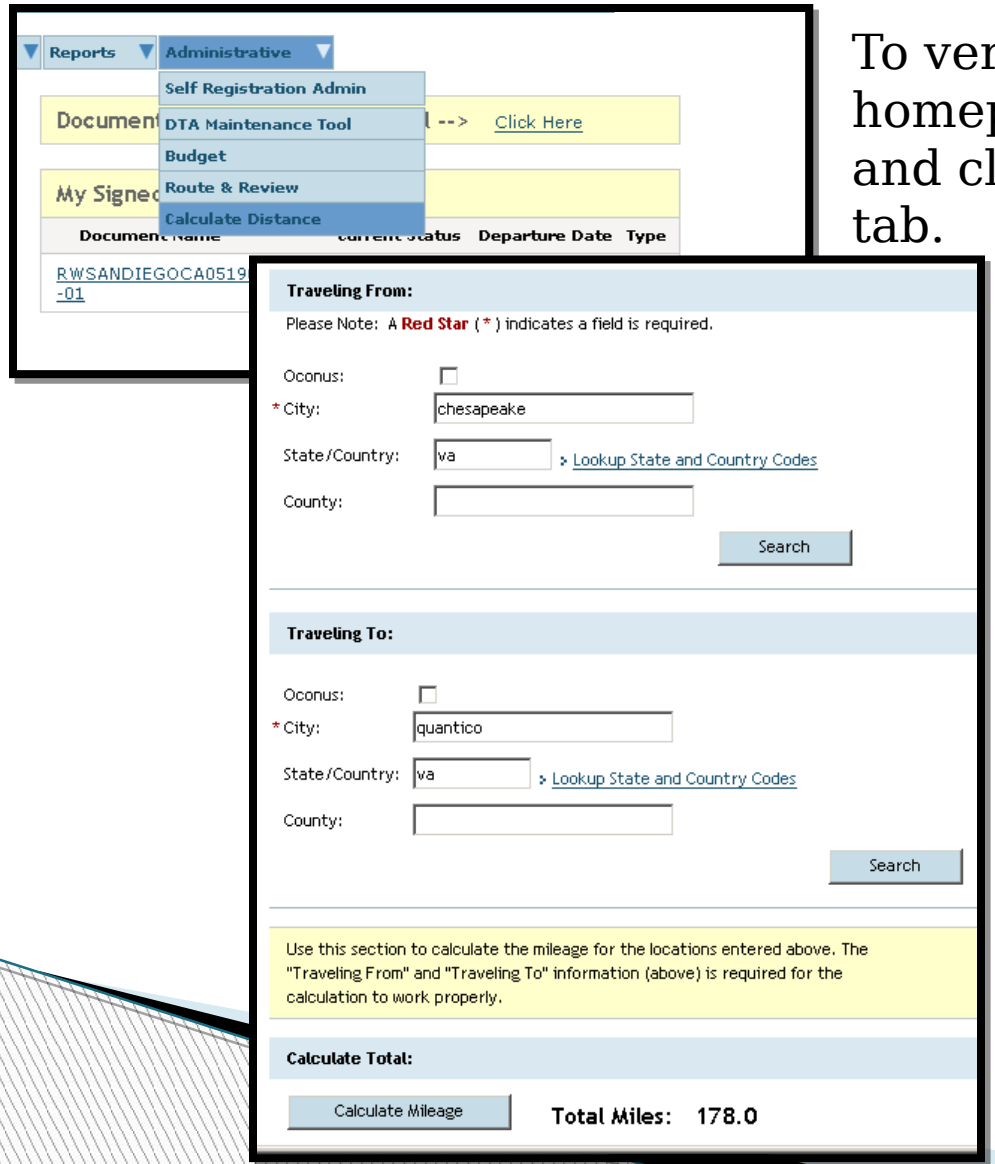
No.	Expense Type	Date	Cost	Method of Reimbursement
		Total:	$0.00	

Mileage:

	No.	Expense Type	Date	Cost	Method of Reimbursement	Miles
Edit	1.	Pvt Auto-TDY/TAD	05/20/05	$72.09	PERSONAL	178
Edit	2.	Pvt Auto-Local	05/22/05	$3.24	PERSONAL	8
Edit	3.	Pvt Auto-TDY/TAD	05/23/05	$72.09	PERSONAL	178
			Total:	$147.42		

- You must verify ALL mileage claimed.
- Mileage to and from the TAD site will be entered in as “Pvt Auto-TDY/TAD”.
- Mileage for In and Around Mileage reimbursement will be entered in as “Pvt Auto-IN/ AROUND”.

Verify Mileage

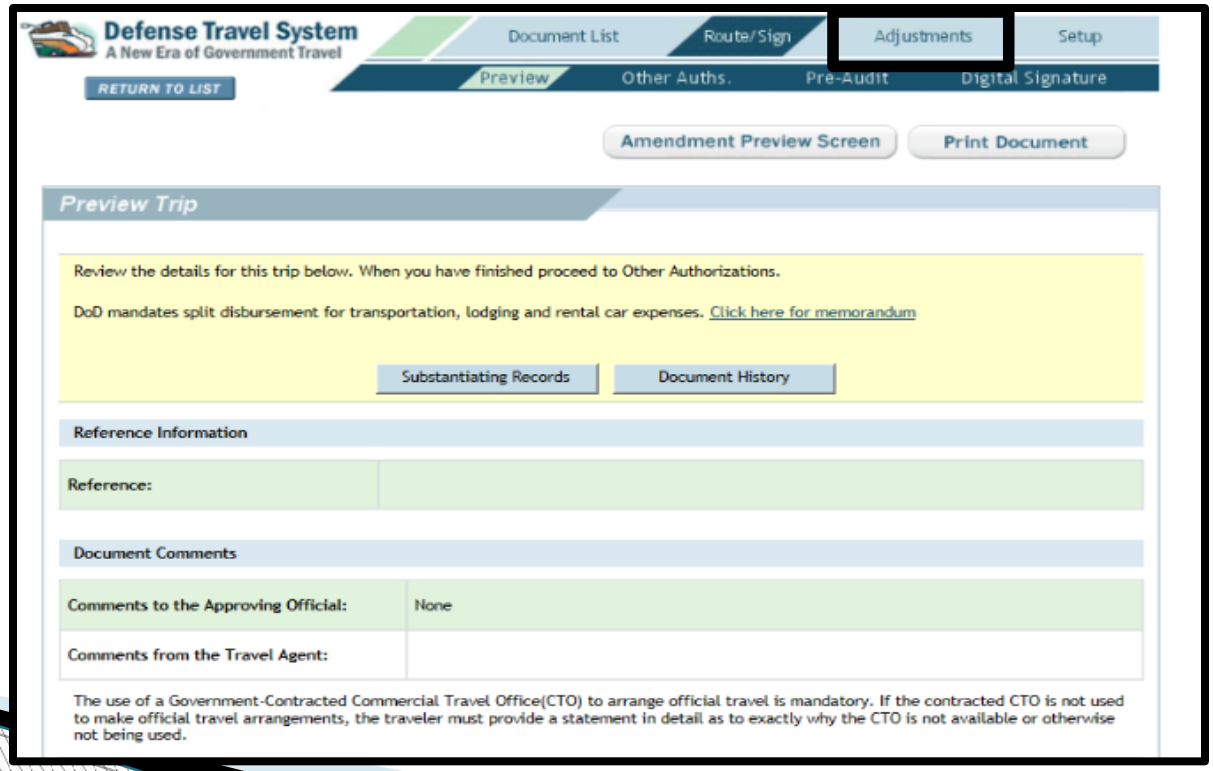


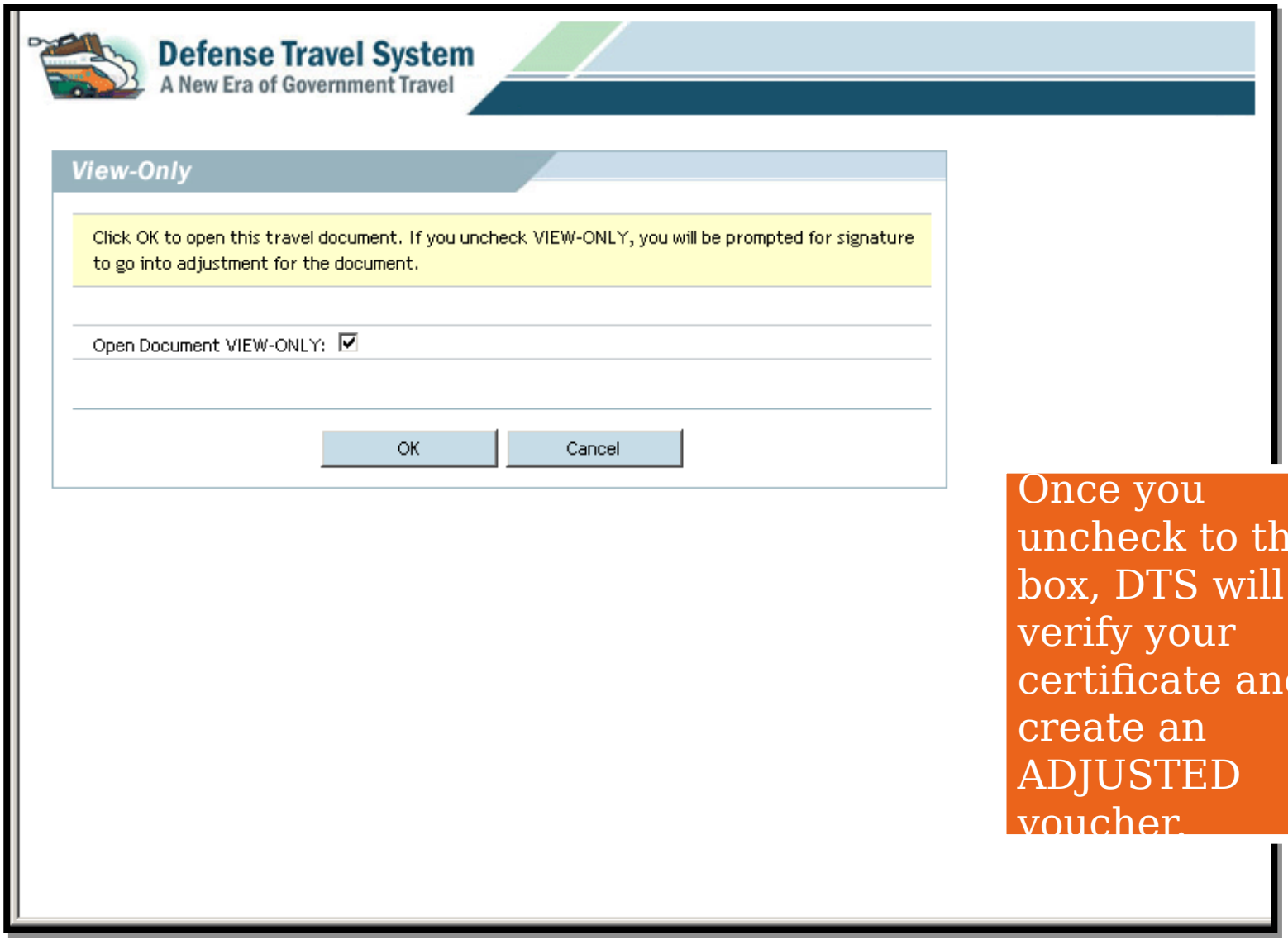
To verify mileage claimed, go to your homepage, “ADMINISTRATIVE” tab and click on “Calculate Distance” sub tab.

- Enter in the city and state the traveler left from.
- Then enter in the city and state (or military installation name of the TAD site. Then click on “Calculate Mileage”.
- When the screen refreshes, it will give you mileage total at the bottom. You will match this up with what they are claiming.

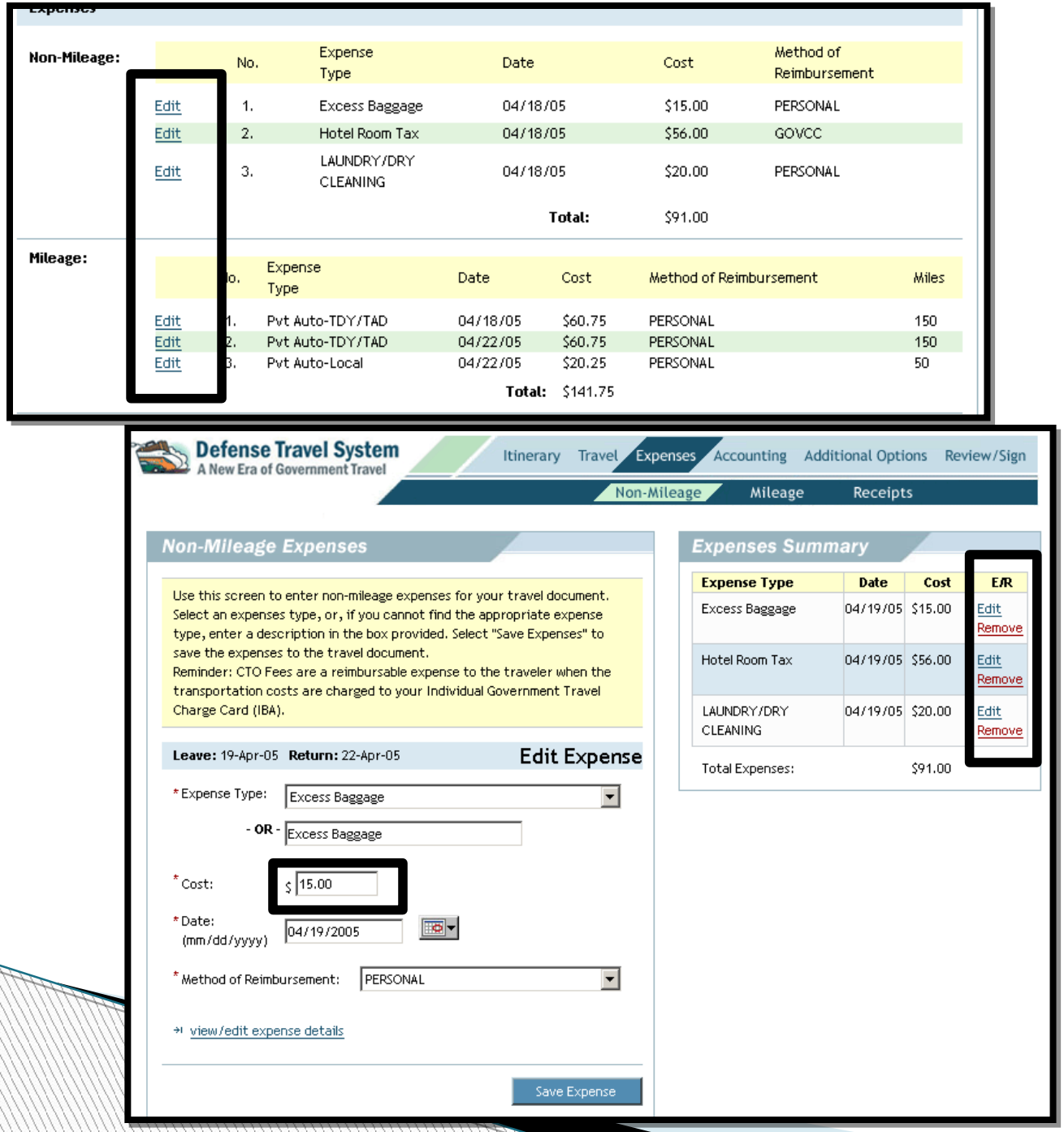
Adjustments

- If the traveler is not entitled to an expense, you will find it necessary to make adjustments.


Defense Travel System
A New Era of Government Travel
Document List
Route/Sign
Adjustments
Setup
RETURN TO LIST
Preview
Other Auths.
Pre-Audit
Digital Signature
Amendment Preview Screen
Print Document
Preview Trip
Review the details for this trip below. When you have finished proceed to Other Authorizations.
DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum
Substantiating Records
Document History
Reference Information
Reference:
Document Comments
Comments to the Approving Official:
None
Comments from the Travel Agent:
The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.


Defense Travel System
A New Era of Government Travel
View-Only
Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.
Open Document VIEW-ONLY:
OK
Cancel

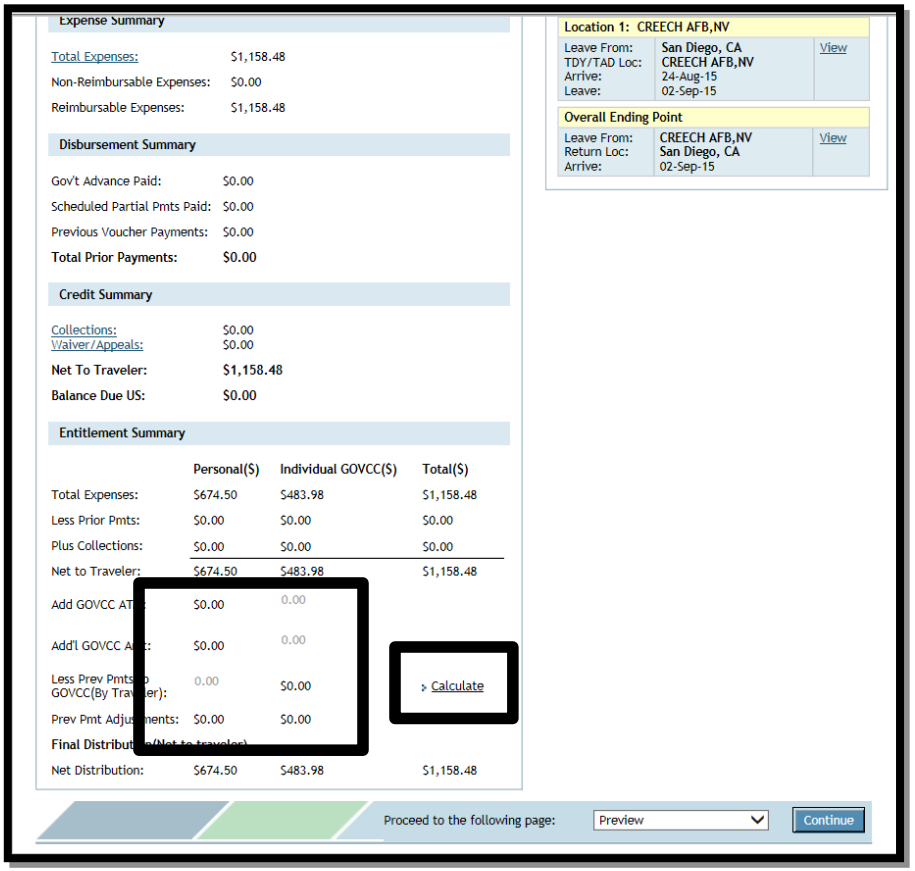
Once you uncheck to the box, DTS will verify your certificate and create an ADJUSTED voucher.


Non-Mileage:
No.
Expense Type
Date
Cost
Method of Reimbursement
Edit 1. Excess Baggage 04/18/05 $15.00 PERSONAL
Edit 2. Hotel Room Tax 04/18/05 $56.00 GOVCC
Edit 3. LAUNDRY/DRY CLEANING 04/18/05 $20.00 PERSONAL
Total: $91.00
Mileage:
No.
Expense Type
Date
Cost
Method of Reimbursement
Miles
Edit 1. Pvt Auto-TDY/TAD 04/18/05 $60.75 PERSONAL 150
Edit 2. Pvt Auto-TDY/TAD 04/22/05 $60.75 PERSONAL 150
Edit 3. Pvt Auto-Local 04/22/05 $20.25 PERSONAL 50
Total: $141.75
Defense Travel System
A New Era of Government Travel
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Non-Mileage
Mileage
Receipts
Non-Mileage Expenses
Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).
Leave: 19-Apr-05 Return: 22-Apr-05
Edit Expense
*Expense Type: Excess Baggage
- OR - Excess Baggage
*Cost: $ 15.00
*Date: (mm/dd/yyyy) 04/19/2005
*Method of Reimbursement: PERSONAL
view/edit expense details
Save Expense
Expenses Summary
Expense Type
Date
Cost
E/R
Excess Baggage 04/19/05 $15.00 Edit Remove
Hotel Room Tax 04/19/05 $56.00 Edit Remove
LAUNDRY/DRY CLEANING 04/19/05 $20.00 Edit Remove
Total Expenses: $91.00

- If the MBR did not rate any of these expenses simply click "Edit" by that expense.
- Then click "REMOVE"
- If the Mbr claimed more than they rate simply click "Edit" and change the cost. Then click on "Save Expense".

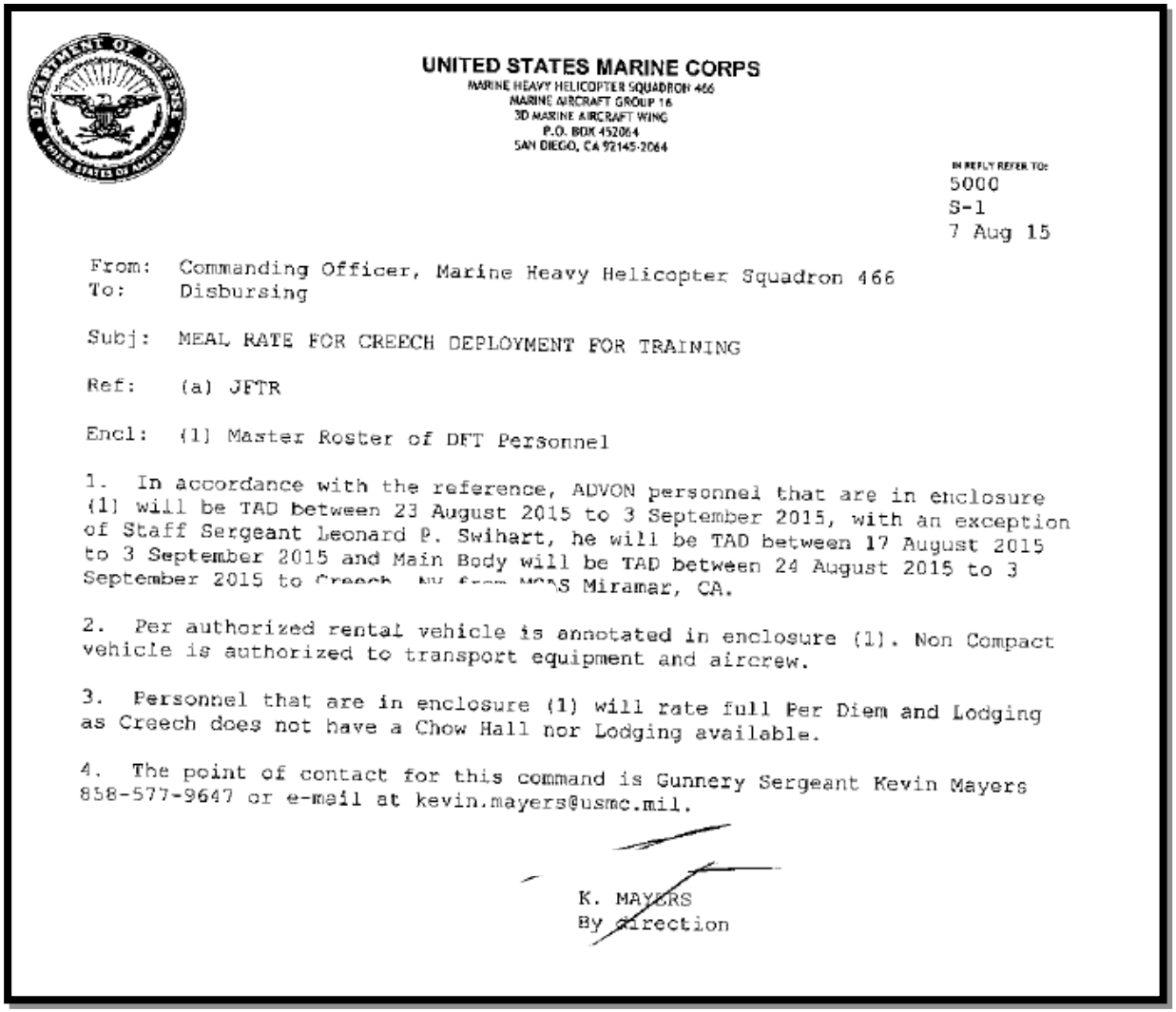
Split Disbursements

- If traveler is a GOVCC holder, ensure that the split disbursement will cover the balance.
- MARADMIN 216/13 mandates that the GOVCC be paid in full at the time the voucher is approved.
- To ensure the balance on traveler's GOVCC card contact unit's APC or traveler with the current balance.
- To check the split disbursement of final settlement go to the "Additional Options" tab and select the "Payment Totals" sub tab.



Endorsements

- The endorsement must include the availability of government quarters and messing and identify any periods of field duty. The endorsement should be prepared by the TAD site admin personnel and can be prepared utilizing a NAVMC 11118 or unit letterhead endorsement.



UNITED STATES MARINE CORPS
MARINE HEAVY HELICOPTER SQUADRON 466
MARINE AIRCRAFT GROUP 16
3D MARINE AIRCRAFT WING
P.O. BOX 452064
SAN DIEGO, CA 92145-2064

IN REPLY REFER TO:
5000
S-1
7 Aug 15

From: Commanding Officer, Marine Heavy Helicopter Squadron 466
To: Disbursing

Subj: MEAL RATE FOR CREECH DEPLOYMENT FOR TRAINING

Ref: (a) JFTR

Encl: (1) Master Roster of DFT Personnel

1. In accordance with the reference, ADVON personnel that are in enclosure (1) will be TAD between 23 August 2015 to 3 September 2015, with an exception of Staff Sergeant Leonard P. Swihart, he will be TAD between 17 August 2015 to 3 September 2015 and Main Body will be TAD between 24 August 2015 to 3 September 2015 to Creech, NV from MCAS Miramar, CA.

2. Per authorized rental vehicle is annotated in enclosure (1). Non Compact vehicle is authorized to transport equipment and aircrew.

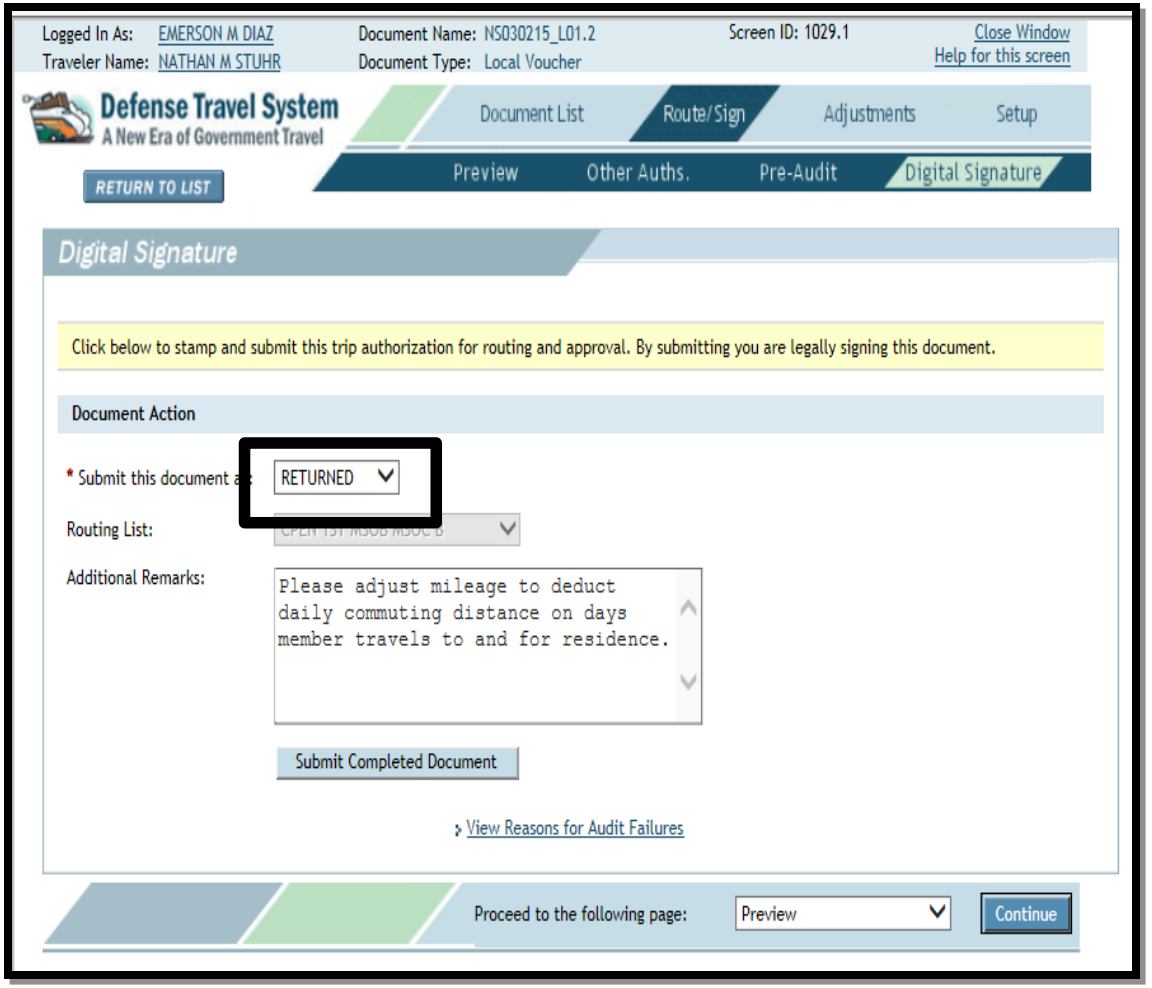
3. Personnel that are in enclosure (1) will rate full Per Diem and Lodging as Creech does not have a Chow Hall nor Lodging available.

4. The point of contact for this command is Gunnery Sergeant Kevin Mayers 858-577-9647 or e-mail at kevin.mayers@usmc.mil.

K. MAYERS
By direction

Returned Vouchers

- Once a document is returned it will go back to the traveler to be adjusted and signed.
- Then it will restart the routing list process.

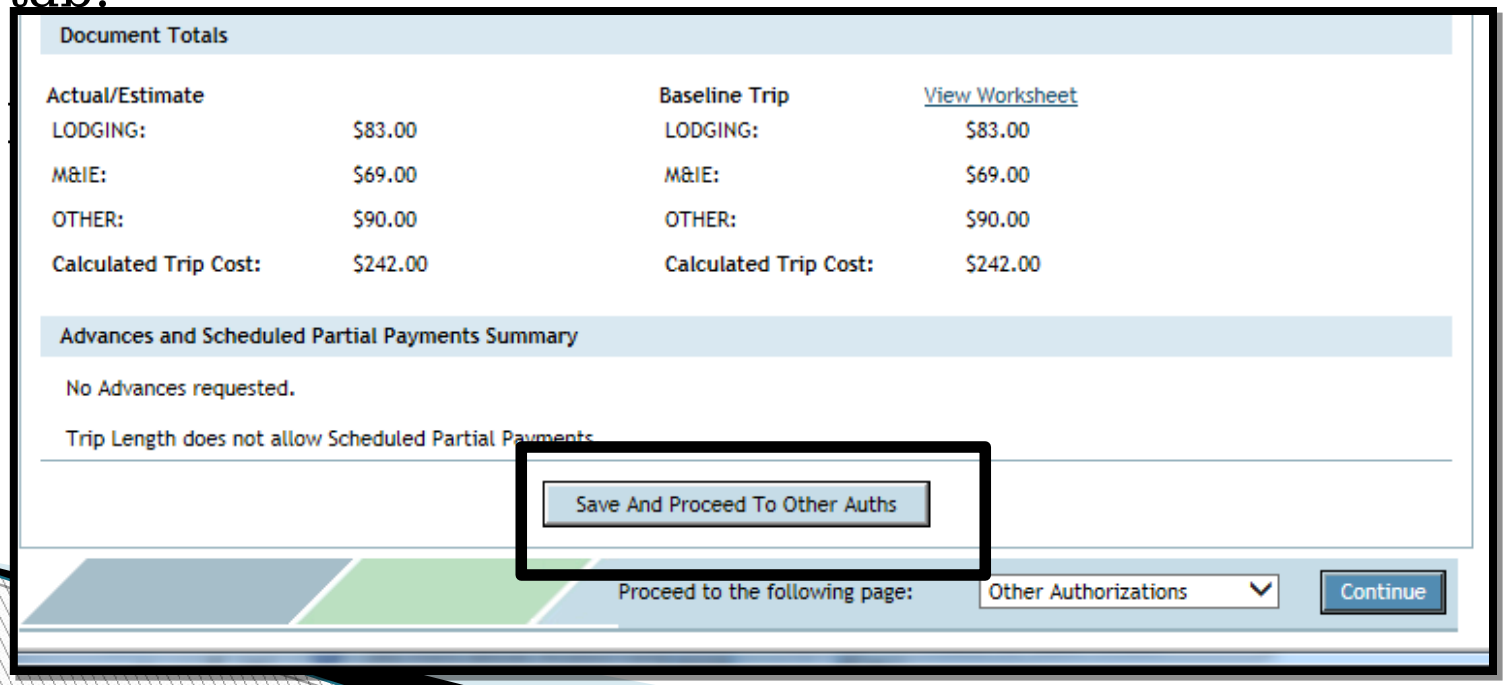


Common Returns

- Amounts being claimed not matching up with receipts or endorsement.
- Member not making the comment whether meals were or were not provided at a conference under the comments to the AO.
- Receipts not being valid (ie. not itemized or zeroed out)
- No endorsement provided
- Not an accurate trip description
- Flat rate not applied.
- No justification or comments from the unit AO.
- Insufficient funds

How to Review/Approve Cont.

- After you have reviewed all the information (I.E. LOA , receipts, and entitlements) and it is correct and IAW the orders/funding letter/receipts:
  - Go to the “Review/ Sign” tab and select “Preview” sub tab.
  -

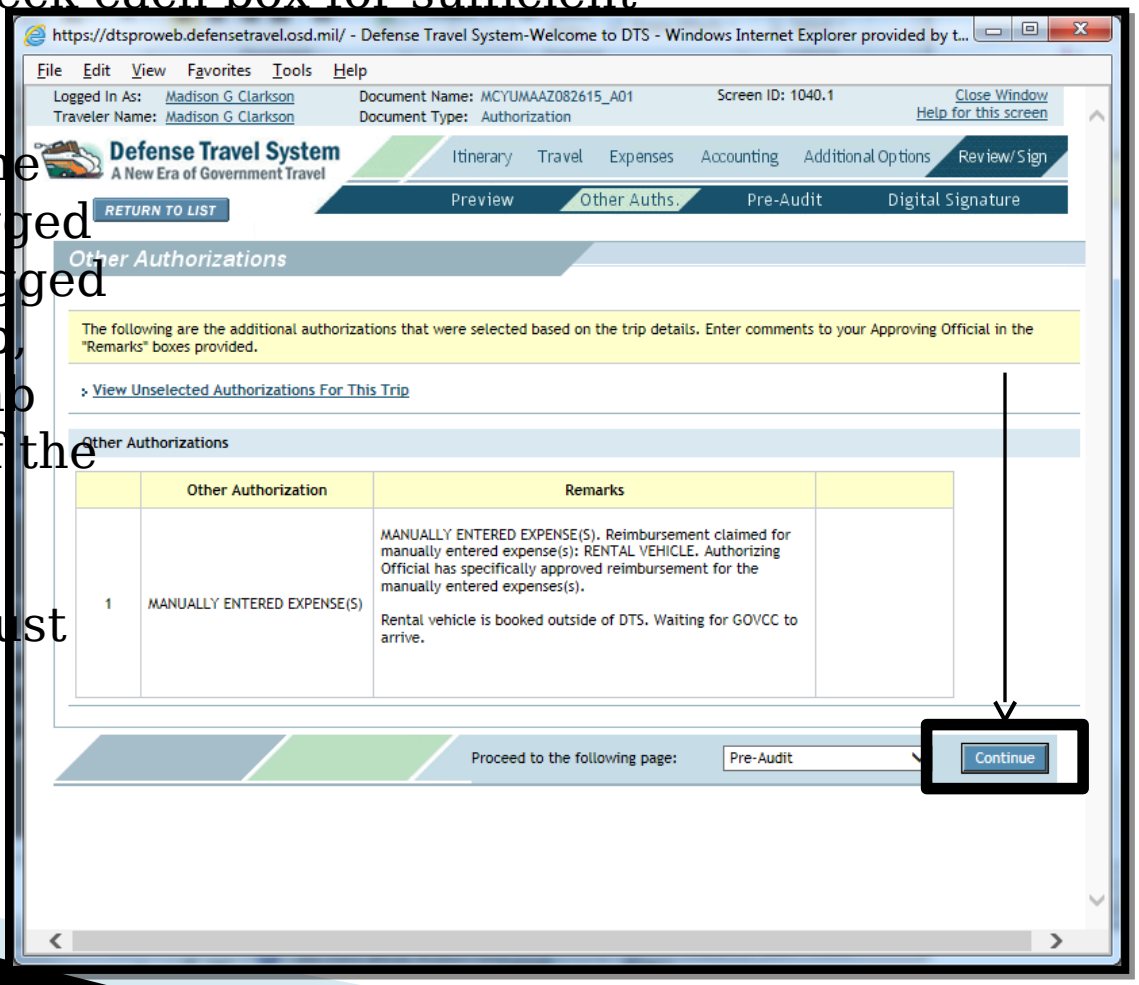


Other Authorizations

•DTS will flag anything deemed “Outside of normal TAD Parameters”. Some items are flagged just for the Traveler to enter a justification. Check each box for sufficient justification.

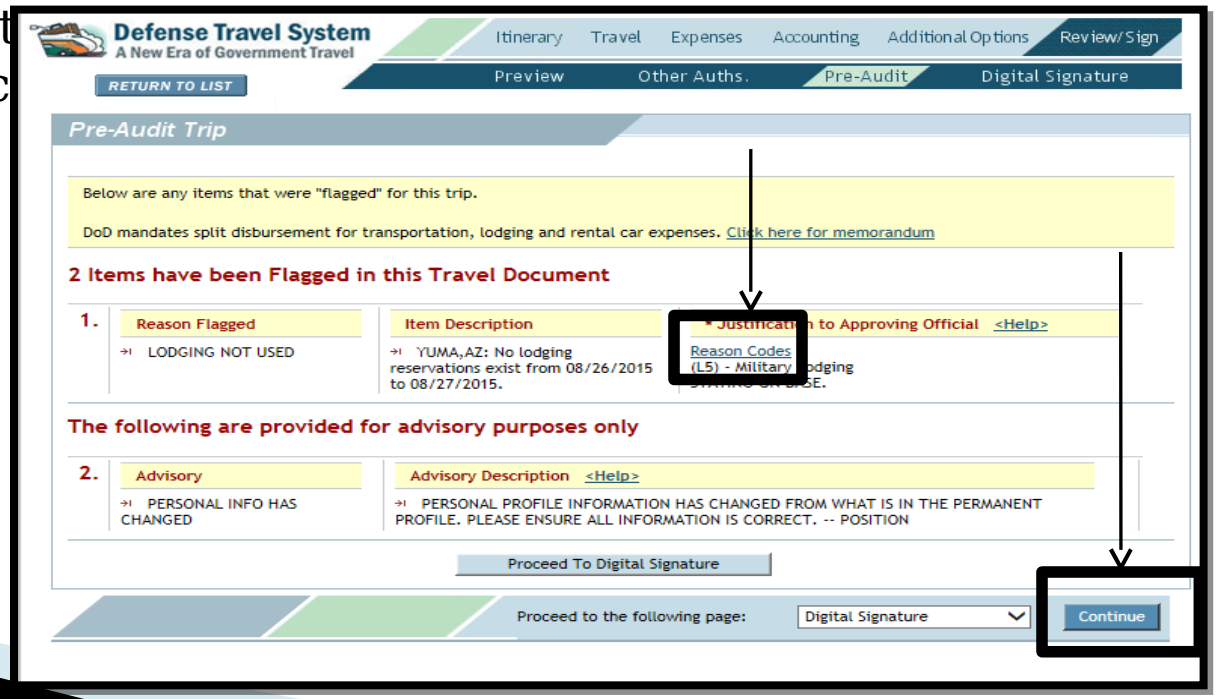
• Once you have read the justifications to any flagged item or there are no flagged items under this sub tab, select the “Continue” tab located at the bottom of the screen.

•Every comment box must be filled.


https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Windows Internet Explorer provided by t...
File Edit View Favorites Tools Help
Logged In As: Madison G Clarkson
Traveler Name: Madison G Clarkson
Document Name: MCYUMAAZ082615_A01
Document Type: Authorization
Screen ID: 1040.1
Close Window
Help for this screen
Defense Travel System
A New Era of Government Travel
Itinerary Travel Expenses Accounting Additional Options Review/Sign
RETURN TO LIST
Preview Other Auths. Pre-Audit Digital Signature
Other Authorizations
The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.
View Unselected Authorizations For This Trip
Other Authorizations
Other Authorization
Remarks
1
MANUALLY ENTERED EXPENSE(S)
MANUALLY ENTERED EXPENSE(S). Reimbursement claimed for manually entered expense(s): RENTAL VEHICLE. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s).
Rental vehicle is booked outside of DTS. Waiting for GOVCC to arrive.
Proceed to the following page:
Pre-Audit
Continue

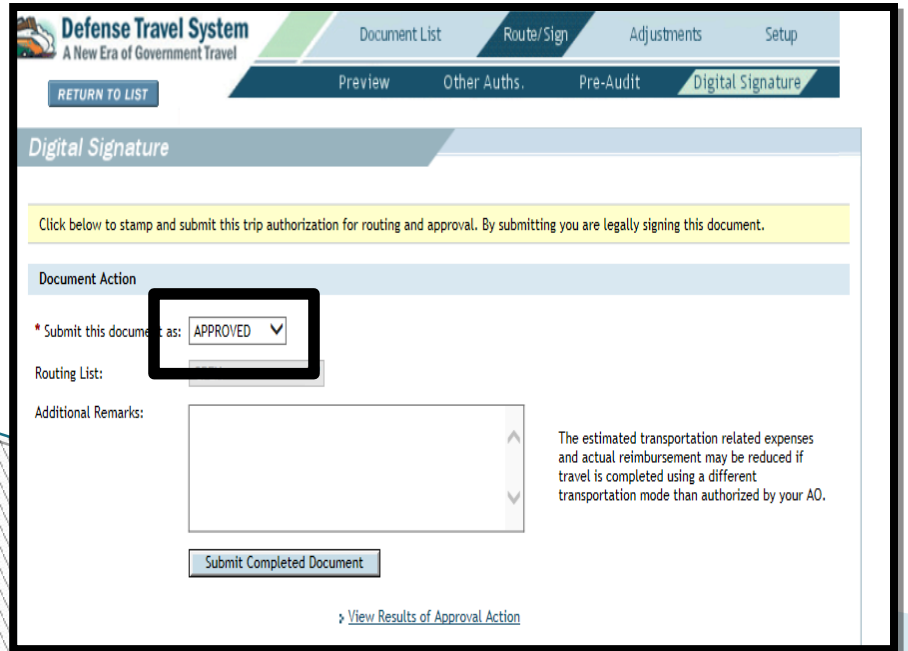
Pre- Audit Trip

- Ensure/ verify there is a justification for every flagged item on this screen.
- When there is the blue hyperlink “Reason Codes”, you must click it and select whichever option most accurately fits the situation.
- Once there is a justification for each flagged item or if there are no flagged items on this screen, select the “Save and Proceed t
- Every comment the bottom of the sc box must be filled.



Digital Signature

- The “Submit this document as” will be auto populated with your proper stamp (I.E. if you are a Approver it will have the “AUTHORIZED” stamp).
- Under the “Additional Remarks” section add any comments that you think are necessary.
- Click the “Submit Completed Document” tab to continue to
- (Authorizations)e entered when any chang Vouchers entitlements.


Defense Travel System
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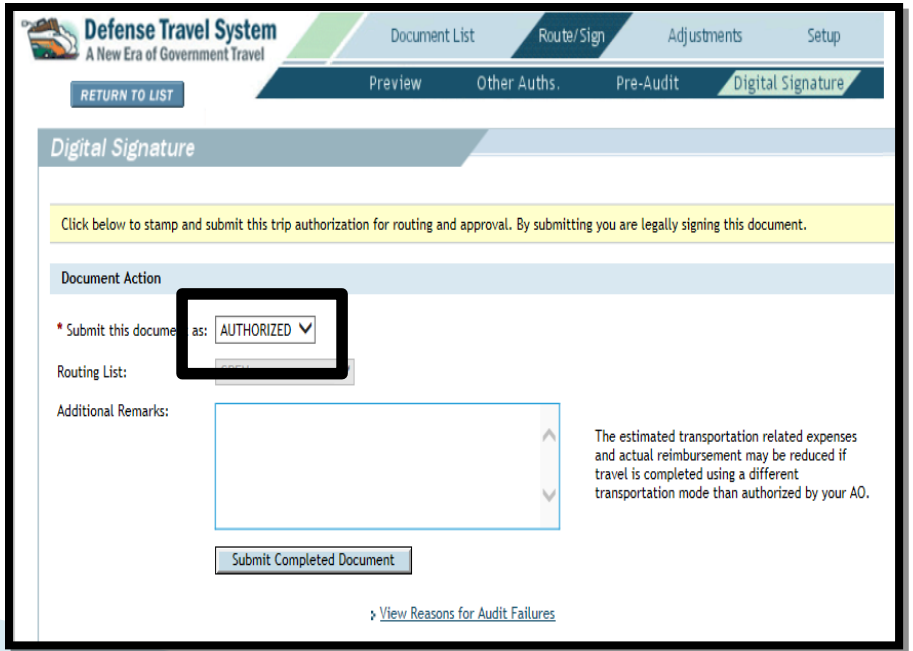
Document List
Route/Sign
Adjustments
Setup
RETURN TO LIST
Preview
Other Auths.
Pre-Audit
Digital Signature
Digital Signature
Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.
Document Action
* Submit this docume as: APPROVED
Routing List:
Additional Remarks:
The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.
Submit Completed Document
View Results of Approval Action


Defense Travel System
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Document List
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Pre-Audit
Digital Signature
Digital Signature
Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.
Document Action
* Submit this docume as: AUTHORIZED
Routing List:
Additional Remarks:
The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.
Submit Completed Document
View Reasons for Audit Failures

- Defense Travel Management Office
  - http://www.defensetravel.dod.mil/index.cfm
- Joint Travel Regulations
  - http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
- Department of Defense Financial Management Regulation (DoD FMR)
  - http://comptroller.defense.gov/FMR.aspx
- DTA Manual
- http://www.defensetravel.dod.mil/site/trainingRef.cfm

- Defense Travel System
  - www.defensetravel.osd.mil
- I MEF DTS Help Desk Website
  - http://www.imef.marines.mil/DTSHelpdesk.aspx
- Travel Assistance Center
  - http://www.defensetravel.dod.mil/site/tac.cfm
- Travel Explorer (TraX)
  - http://www.defensetravel.dod.mil/site/trax.cfm

Questions

Hours of Operation:
Monday –Friday 0700-1700 PST

Organization Mail Box (OMB):
i_mef_dts_help_desk@usmc.mil

Phone Numbers:
(760) 763-7152

DSN: 365-XXXX